Welcome to the Department of Literature, Film and Theatre Studies! Known as LiFTS for short, we are a vibrant, interdisciplinary department with five subject areas – literature, film, creative writing, theatre and journalism. Our teaching staff and students are storytellers as well as critical thinkers, and this heady mix of theory and creative practice is central to our approach. We have a worldwide reputation for the quality of our research and teaching, offering you excellent postgraduate prospects.

We want you to feel at home in the Department and that you belong to our community. Staff and students regularly organise poetry readings, film screenings, talks, performances at the Lakeside Theatre and exhibitions at the Art Exchange campus gallery. We warmly encourage you to explore and take these opportunities as they are a great way of meeting people and complementing your research.

The last months have been hugely challenging for everyone, with the lockdowns and unprecedented changes the Covid-19 pandemic brought into our lives. Enormous respect to all of you for your courage and resilience in coming this far. As you go forward into a new academic year, we’ll be behind you 100% to help you succeed to the best of your abilities, whatever challenges come our way.

We’re so excited that you’re joining us! On behalf of the Department, we wish you a rewarding and exhilarating journey as a postgraduate researcher at Essex. Warmest wishes and best of luck!

Professor Shohini Chaudhuri

Head of Department
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Introduction

Your Student Handbook will tell you everything you need to know about your department, the University its academic policies and procedures, and all of the resources that are available to you.

We know things might be a little different this year, but we remain absolutely determined to provide you with the best Essex education and student experience we can while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to keep safe as a community.

At Essex we celebrate diversity and challenge inequality. We are a truly diverse community where differences are celebrated, and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community, you will have the freedom to explore, experiment, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students!

Things might have to change and adapt over the year, so make sure that you’re checking online and keeping in touch with your department for the latest updates. The Student Directory contains a wealth of other helpful sources of information which you may also find useful,

While the information contained in this Handbook (compiled in August 2021) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University’s documents take precedence.

It is your responsibility to ensure that you are aware of the contents of this Handbook and of the University and Department procedures and regulations set out or referenced in this Handbook.
Practicalities and Getting Started

You’ve made it to Essex! We’ve outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

Registration

Whether a new or returning student, you will need to officially register and pay your fees (if required to do so) at the start of each academic year and prior to the published latest Registration date. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online (including payment of fees where required) and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren’t a UK or Irish national, your immigration permission to study in the UK will be checked when you first register on your course and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the University’s General Regulations.

Student visas

The University has many duties as a Student Sponsor and must ensure we remain compliant in order to retain our sponsor status. Students with a student visa have responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can’t remain in the UK and complete your course. Please be aware that changes to your course, whether due to academic failure or choice, must be considered against the Immigration Rules and guidance in place at the time, this can mean that some academic options may not be available to you. The Board of Examiners are not aware of a student’s UK immigration status, it is each student’s responsibility to check what impact any option offered would have on their student immigration status, before making a choice. Continued or future sponsorship is not guaranteed.

Explore your Campus

There is a broad range of facilities across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on services on campus and make sure that you’re aware of the guidance for those coming onto campus.
Get connected
Your IT account
You will need to activate your Essex IT account. Once you're set up, you can access your Essex email, log in to Moodle, access lab computers and library services, print for free on campus, connect to campus wi-fi, and much more. When you activate your account, you should register an external e-mail address and passphrase so that if you forget your password, you can also reset it using these details. If you have forgotten those also, you should either visit the IT Helpdesk or call 01206 872345. Make sure you keep your password safe and do not share it with others!

Campus Wi-fi
If you are studying on any of our campuses, connect to our Wi-Fi by simply finding the ‘eduroam’ network on your device and use the same log in details as your IT account to connect up!

Essex Apps
The University has a variety of online systems and platforms designed to enhance your learning and help make processes easier. We have rounded up the top platforms, portals and apps that you need to know about!

MyEssex
MyEssex is your online account. This is different to your applicant portal – you can use MyEssex to update your personal details, request replacement student cards or supporting documents, monitor your course progress, contact the Student Services Hub, and much more.

PocketEssex
Pocket Essex is the University's official app for students; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way
When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! FindYourWay is our interactive campus map designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions.

Zoom
Zoom is the principal delivery mechanism used by the University for online meetings, presenting, teaching and training. This quick start guide gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.
**Working while studying**

Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV. Our [Student Services Hub](#) can help you find part-time work. There are also many opportunities to work in paid jobs on campus.

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the [Careers Services webpages](#).

If you have a student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you're from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

**Your personal belongings**

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.
Essex values
The University of Essex is proud of its values of inclusivity and internationalism. Our campuses are places that are welcoming, where everyone can feel they belong and where you can find the world in one place.

Our Student Charter is a pledge that every member of our learning community signs up to when they join us, but in exchange you’ll receive support and encouragement and a transformational education to achieve great things.

Our Code of Student Conduct outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion
The University recognises the value of diversity and is committed to equality of opportunity. All of our students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy is fully effective.

A commitment to equality, diversity and inclusion is at the heart of everything we do in our Department. The Department of Literature, Film, and Theatre Studies is fully committed to challenging inequality and providing an inclusive environment for all our staff and students. We do not tolerate any form of harassment or bullying.

Student communities
We offer a wide range of support to individuals and groups of student members, such as our postgraduate students who may have specific requirements, interests or responsibilities to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we want to welcome you with open arms.

Essex Sport
Learning doesn’t just happen in the classroom. Keeping active during your studies is a great way to meet new people, help relieve stress, maintain good physical and mental wellbeing, increase productivity, and improve your employability.

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex. In order to ensure the welfare of our community there may be changes to opening hours or what’s available, so do check on the website for the latest information.
**Students’ Union**

We’re famous for our **Students’ Union at Essex**, and for good reason. Here you’re not just a member of a normal Students’ Union; you’re part of a family. We work hard to support our PGR community, and are here from day one of your research, to the moment you graduate to support you in any way we can.

The Students’ Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU by electing our entire Student Leadership team including the PGR Officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

**Get involved!**

There are opportunities to join 45 **Sports Clubs**, to get involved with our **BUCS teams** which offer the opportunity to play competitively in a wide range of sports across the year. If you just want to try a sport, don’t want to commit to a regular team, or would rather not play competitively, check out our **Just Play** programme.

We have **120 Societies** where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own!

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](#).

We also have our very own letting agency **SU Homes** designed to offer help and support for students to find off campus accommodation.

**Essex Spirit, social media and What’s on?**

Keep up to date with important news, events and offers from across the University with our Essex Spirit newsletter, delivered directly to your Essex email address.

Follow us on social media:

- /uniofessex
- /uniessex
- /Uni_of_Essex
- /uniessex

Our **Events calendar** brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
About the Department of Literature, Film, and Theatre Studies

Meet the team

A full list of all academic and professional services staff for the Department of Literature, Film, and Theatre Studies can be found on our website.

Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

Administrative staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Manager</strong></td>
<td>Dr Daniela Wachsening</td>
<td>Office: 5NW.6.12 Email: <a href="mailto:d.wachsening@essex.ac.uk">d.wachsening@essex.ac.uk</a> Phone: 01206 872604</td>
<td>Responsible for the leadership of the Professional Services Team and the operational management of the Department</td>
</tr>
<tr>
<td><strong>Deputy Department Manager</strong></td>
<td>Rachele Winn</td>
<td>Office: 5NW.6.14 Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a> Phone: 01206 872611</td>
<td>Responsible for student administrative and pastoral issues (undergraduate students)</td>
</tr>
<tr>
<td><strong>Senior Student Administrator</strong></td>
<td>Deanna McCarthy</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:dimcca@essex.ac.uk">dimcca@essex.ac.uk</a> Phone: 01206 872176</td>
<td>Responsible for all general administrative matters for postgraduate taught and doctoral research students</td>
</tr>
<tr>
<td><strong>Student and Academic Services Administrator</strong></td>
<td>Alison Bateman</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:abatem@essex.ac.uk">abatem@essex.ac.uk</a> Phone: 01206 873282</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
<tr>
<td><strong>Student and Academic Services Administrator</strong></td>
<td>Hannah Langwith</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:hlang@essex.ac.uk">hlang@essex.ac.uk</a> Phone: 01206 872624</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
<tr>
<td><strong>Student and Academic Services Administrator</strong></td>
<td>Lisa Lewis</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:lisa.lewis@essex.ac.uk">lisa.lewis@essex.ac.uk</a> Phone: 01206 872417</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
</tbody>
</table>

For any postgraduate (MA/PhD) queries, please contact liftspostgraduatequeries@essex.ac.uk in the first instance.

For any other general queries, please contact the General Office on liftstt@essex.ac.uk, tel. 01206 872626 or visit room 5NW.6.16
# Academic staff and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>Professor Shohini Chaudhuri</td>
<td>Office: 5NW.6.13 Email: <a href="mailto:schaudh@essex.ac.uk">schaudh@essex.ac.uk</a> Phone: 01206 873408</td>
<td>Responsible for leading and managing the Department and for the Department’s overall academic provision</td>
</tr>
<tr>
<td><strong>Deputy Head of Department</strong></td>
<td>Dr Jak Peake</td>
<td>Office: 5NW.6.5 Email: <a href="mailto:jrpeak@essex.ac.uk">jrpeak@essex.ac.uk</a> Phone: 01206 874460</td>
<td>Deputises for the Head of Department</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies</strong></td>
<td>Professor Jonathan Lichtenstein</td>
<td>Office: 5NW.6.8 Email: <a href="mailto:licht@essex.ac.uk">licht@essex.ac.uk</a> Phone: 01206 872221</td>
<td>Responsible for overseeing the postgraduate research activities in the Department</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies</strong></td>
<td>Dr Daniel O’Brien</td>
<td>Office: 5NW.5.7 Email: <a href="mailto:d.obrien@essex.ac.uk">d.obrien@essex.ac.uk</a> Phone: 01206 872625</td>
<td></td>
</tr>
<tr>
<td><strong>Employability Director</strong></td>
<td>Dr James Canton</td>
<td>Office: 5NW.4.4 Email: <a href="mailto:jcanto@essex.ac.uk">jcanto@essex.ac.uk</a> Phone: 01206 872446</td>
<td>Responsible for the development and enhancement of employability provision for the Department</td>
</tr>
<tr>
<td><strong>Employability Director</strong></td>
<td>Professor Jeffrey Geiger</td>
<td>Office: 5NW.4.11 Email: <a href="mailto:j.geiger@essex.ac.uk">j.geiger@essex.ac.uk</a> Phone: 01206 872623</td>
<td></td>
</tr>
<tr>
<td><strong>Ethics Officer</strong></td>
<td>Dr Miriam Kent</td>
<td>Office: 5NW.5.11 Email: <a href="mailto:mk20783@essex.ac.uk">mk20783@essex.ac.uk</a> Phone: 01206 872623</td>
<td>Responsible for all matters relating to research ethics in the Department, including ethical approval of research projects involving human participants</td>
</tr>
</tbody>
</table>
| **Department Disability Liaison Officer**  
  | (Autumn term)  
  | Dr Jordan Savage  | Office: 5NW 4.4A  
  | Email: jksava@essex.ac.uk  
  | Phone: 01206 874135  | Acts as a link between the Department and the Student Services Hub to ensure that the Disability Service knows about any adjustments that you need.  

| **Department Disability Liaison Officer**  
  | (Spring and Summer terms)  
  | Tasos Giapoutzis  | Email: tasos.giapoutzis@essex.ac.uk  
  |
**Your supervisor**

A supervisor or co-supervisors will have been appointed for you during the admissions process. You are expected to have regular contact with your supervisor/s during your studies and they should be the first port of call for any concerns/problems.

If you have a disability, long term medical condition and/or Specific Learning Difference and have not registered with Student Wellbeing & Inclusivity Service, to discuss your support needs, please email include@essex.ac.uk.

**Supervision of research students during periods of leave**

Academic staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the Director of Graduate Studies, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

a) Members of staff are expected to continue to carry out their role as supervisor during periods of research leave.

b) Members of staff on research leave are not expected to attend Supervisory Panels but are expected to provide a written assessment of progress.

c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication.

d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Director of Graduate Studies in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.

**Staff research interests**

Our research is at the heart of our activities and feeds directly into our teaching. We follow a distinctly comparative approach through critical and creative work in literature, drama, film, creative writing, and journalism that extends across genres and media forms. You can therefore expect the research interests of staff and students to be extremely diverse. We think this diversity is something for you to value and utilise, whatever the particular field of your own research.

We have internationally recognised expertise in world literatures and theatres, and our work covers areas from Shakespeare and transatlantic romanticism to global modernism, women’s suffrage literature, science fiction, dystopias, and postcolonial literature. In film studies, our strengths are world cinema, film theory and practice, adaptation and documentary filmmaking. We are proud to have foremost scholars and practitioners of contemporary theatre and poetry among the members of our staff, and we have a
rising profile in journalism studies.

For more information visit our Research pages. Our academic staff are the authors of numerous major publications. See our academic staff profiles for full lists of individual research.

**Support within the Department**

Any problems you may have should be discussed with your supervisor, but the Director of Graduate Studies is also happy to advise you on research related matters or matters relating to the University's formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your supervisor, you should raise the matter with the Director of Graduate Studies, who is always prepared to discuss any issues in the strictest confidence.

If your supervisor happens to be the Director of Graduate Studies, you should approach the Head of Department. If you feel unable to approach a member of the Department, you may contact the Deputy Dean of Postgraduate Research Education (Faculty of Humanities), Dr Lisa Smith.
Departmental resources and facilities

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also have a selection for the exclusive use of their students.

Below is a summary of the facilities and resources that are likely to be most useful to you.

Literature, Film, and Theatre Studies General Office

The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs). The Office is open Monday-Friday from 10:00am-12:00pm and 2.00pm to 4:00pm via a combination of Zoom drop-in sessions and in-person opening hours both in the morning and afternoon in line with the University’s agreed protocol in response to Covid-19. Please check our Departmental Moodle pages and information displayed outside of the Office for further details.

If we should be working from home and you wish to talk to us, just email us at liftstt@essex.ac.uk for a date and time, and we will be very happy to talk to you via Zoom or on the phone. Our (virtual) General Office is open from 10.00 am to 11.00 am and from 2.00 pm to 3.00 pm Monday to Friday during term time. If you would like to schedule a Zoom appointment separate from these hours, please email us and we will arrange a meeting for a convenient time.

Literature, Film, and Theatre Studies Common Room

As soon as social distancing requirements are reduced or entirely removed, you are warmly invited to use our Department’s Common Room (5NW.6.1) which has tea/coffee making facilities and is open from Monday-Friday 9.00am-5.00pm. Please adhere to the social distancing requirements displayed on the door with regard to maximum occupancy at any given time.

Postgraduate Study Room

A Postgraduate Study Room (5NW.5.15) and two PhD Study Rooms (5NW.5.12 and 5NW.5.14) with networked computers, desk space and shelves are available for research students’ use. During the University’s sustained protection measures as a result of the Covid-19 pandemic, access to the Study Rooms will be strictly limited and must be booked in advance and in accordance with social distancing requirements. This may mean that you will not necessarily be guaranteed access to the room. Please contact lifstpg@essex.ac.uk, stating your name, course and the times you wish to book a desk in the PG study room. Please ensure that you provide at least 3 working days’ notice if you wish to book a study space.

As this room is shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

For health and safety reasons, we cannot allow the storage of any food items in any of our Study Rooms. We strongly advise that you do not leave any personal belongings, including any valuables, in
the room.

**Printing, photocopying and scanning**

All students can print, copy and scan for free at Essex! You can even print from your mobile by sending your attachment to mobileprinting@essex.ac.uk.

Once you’ve located a device, simply log in using your Essex login and password, or tap with your student card to print. Whilst printing is free for all students, please think of your carbon footprint and only print if necessary.

Please note that there are strict laws about infringement of copyright; more information can be found on the library website which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.

**Premium printing**

Premium services for printing and finishing, including binding your documents for presentational purposes, are available at The Copy Centre (Square 4, Colchester Campus). These services are chargeable.

**Noticeboards**

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. Various information is displayed around the Department’s noticeboards on floors 4, 5 and 6. The Graduate noticeboard is on level 6 near the General Office. The Department’s ‘virtual’ noticeboard will be via Moodle.
Social Media
You are very much encouraged to visit, like or follow, and interact with our departmental Facebook and Twitter pages which are frequently updated with a range of news, information, reflections, anecdotes, and events taking place in and around the Department and the University. These pages contain a mix of informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

Additionally, the Department has its own blog which features contributions from both staff and students. Postgraduate students are invited to become bloggers and use the site as an alternative outlet to share their creative work, advice and experiences. Please contact the General Office if you are interested in writing for the blog.

Departmental Open Seminars
Throughout the academic year, our Department will host a series of Open Seminars and talks either on campus or remotely, centred around our various Department disciplines. These seminars and talks bring together leading external scholars, academic staff and postgraduate students in the Department, to discuss new research or work in progress. The seminars are also an opportunity for our postgraduate researchers to present key concepts of their theses. You are warmly encouraged to attend these events which will be useful to the development of your studies and allow you to gain new perspectives on current research.

The seminars are co-ordinated by Dr Sean Seeger (Autumn term) and Dr Holly Pester (Spring and Summer terms).

Seminars are advertised in advance via your Essex email, the Department’s webpage, Facebook and Twitter pages, and, if possible, on the Graduate noticeboard and in the Common Room on level 6.
**PhD Conference**

A PhD conference - organised by and for doctoral researchers in the Department - is normally held every year, usually in May/June. This is an exciting opportunity for you to join doctoral researchers, academic staff and other students in the Department to present your research materials and share your ideas. There may also be an opportunity for your papers to be published. We also always encourage and look forward to your contribution to the Department’s blog, writing about your experience organising and/or presenting at the Conference, or sharing your reflections on some of the proceedings.

The Department has a small budget allowance available for the organisation of the PhD conference. The budget for the agreed outline of the event is overseen by the [Director of Graduate Studies](#) and the [Department Manager](#). If you would like to be involved with organising the event, please bring a proposed outline of the conference to the [Senior Student Administrator](#) for an initial discussion.
Learning and Teaching

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

The nature of doctoral studies

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination within your standard period. While doctoral projects need to be both comprehensive and original, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject, and you have already started examining your primary sources. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you had initially foreseen. But after three months’ work, it should be possible for you to have a very clear idea of what you are aiming for, and by this stage you should be conversant with secondary sources and examining your primary sources in depth.

Your major effort at investigating these and drafting your chapters will probably come between the end of your first term and the midpoint of your third year. This leaves the second half of your third year for revising the thesis into its final version.

Completing on time

Your original research proposal should have been feasible and realistic with regard to your project aims, output and proposed timeline. If you stick to this timeline and meet all the milestones relevant for each stage of your study, you should be in a position to submit your thesis within three years (six years for part-time students).

MA by Dissertation students should be in a position to submit within one year (two years for part-time students) and MPhil students within two years (four years for part-time students). It is important to remember that, if you are a recipient of a scholarship for PhD studies, your funding will normally only be awarded for three years and will not cover any applicable completion period.

Sometimes unforeseen circumstances (such as illness, personal circumstances etc.) do cause delays in submission. However, there are often common problems which can be avoided:
- **Lack of planning and research** in the early stages/first year of study. You should use the feedback from your meetings with your supervisor and your Supervisory Panels in order to focus your work and agree realistic aims to meet throughout your study.

- **Poor record-keeping.** You should make sure your notes from all stages of your research are organised, indexed and referenced correctly and clearly.

- **Over-perfectionism.** You need to recognise the point at which to move on to your next stage of study/research rather than continually seek to polish and perfect the work you have already done (particularly in the writing-up stage).

- **Demands on your time.** Sometimes it is necessary for students to undertake paid part-time/freelance work to support their studies. Teaching experience can be very valuable but financial and other benefits need to be weighed against the impact on your research time. Remember that full-time postgraduate research students are students for twelve months of the year.

### Timetable of study

A typical timetable for PhD study would look like this:

<table>
<thead>
<tr>
<th>First year</th>
<th>Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field (or creative practice equivalent as established in the milestones), establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(first term of your research)</td>
<td></td>
</tr>
<tr>
<td>First year</td>
<td>You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible.</td>
</tr>
<tr>
<td>(second term of your research)</td>
<td></td>
</tr>
<tr>
<td>Second year</td>
<td>At the end of your first year (end of second year for part-timers) your second supervisory panel will be the Confirmation of PhD Status panel. The Panel will review the evidence to confirm whether your progress and work is at PhD level.</td>
</tr>
<tr>
<td></td>
<td>The process of investigation and writing continues.</td>
</tr>
<tr>
<td></td>
<td>At the end of the second year for part-timers the supervisory panel in summer will be the Confirmation Panel. The Panel will</td>
</tr>
<tr>
<td>Third year</td>
<td>The completion of draft chapters.</td>
</tr>
<tr>
<td>(first term)</td>
<td></td>
</tr>
<tr>
<td>Third year</td>
<td>Revision of your thesis into a final version ready for submission, inclusive of the notes, bibliography and an abstract.</td>
</tr>
<tr>
<td>(second term)</td>
<td></td>
</tr>
</tbody>
</table>
This is a broad description of a typical pattern of progression from first to third year of the thesis.

**Department PhD Milestones 2021-22**

The PhD, MPhil and MA by Dissertation 2021-22 Milestones can be found [here](#).

**Department PhD Milestones prior to 2021-22**

PhD Milestones for students who started their studies before 2019/20 can be found on Moodle:

- Students who began their studies in 2015/16 can find the PhD Milestones [here](#).
- Students who began their studies in 2016/17 can find the PhD Milestones [here](#).
- Students who began their studies in 2017/18 can find the PhD Milestones [here](#).
- Students who began their studies in 2018/19 can find the PhD Milestones [here](#).
- Students who began their studies in 2019/20 can find the PhD Milestones [here](#).
- Students who began their studies in 2020/21 can find the PhD Milestones [here](#).

**Student Staff Partnership and Supervisor Responsibilities**

Your most important academic contact in the Department is your supervisor(s), who is normally appointed for the duration of your study for the PhD, MPhil or MA by Dissertation degree. Your supervisor(s) will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the supervisor(s).

The supervisor has overriding responsibility for the individual student, and their main responsibilities are as follows:

- Maintaining regular face-to-face contact with students at least once a month (bi-monthly for part-time students) until the thesis/dissertation has been submitted and, if this arises, during any referral period and corrections. In the case of distance learning students or if social distancing is in place due to COVID-19, supervisors must maintain regular contact with the student through electronic and/or other means such as Skype/Zoom.
- Maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable.
- Familiarise themselves with the University regulations for research degrees and associated policies, the Code of Practice, and the departmental supervisory arrangements and conduct their supervision in line with the expectations set out in the above documents and as part of standard departmental practice. Provide guidance about the nature and standard of research...
work expected, including advice on attaining that standard, together with advice on academic practice in the discipline, matters of research design, ethical issues, and appropriate health and safety issues. Supervisors should make it clear to each research student that it is possible for the research and writing up to be completed within the Standard/Minimum period and provide guidance on the appropriate volume of research work for the degree in question. They should also assist each research student in developing a clear timetable of work and emphasise the importance of keeping to it.

- **Offering individual support to the student** by helping them surmount disappointments, crises of confidence, etc.
- **Request written work** as appropriate and comment on such work within a reasonable time.
- Supervisors must encourage their students to read the Academic Offences Policy. Supervisors are encouraged to conduct formative exercises to run student’s work through plagiarism detection software in their first term of study.
- **Be reasonably accessible to students** and advise them of any lengthy absences which will change the routine of monthly meetings. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
- **Identify and record the student's training needs** at the beginning of their studies and review them on a regular basis and at least at every Supervisory Panel. Ensure that the student has opportunities to develop appropriate generic and research skills and that a record of course/workshop completion and attendance is kept.
- Keep a **record of dates of formal supervisions** with the student and of written work submitted, including the feedback and when it was provided, which can be produced later if necessary. In addition, when supervising a student with a Tier 4 visa provide monthly confirmation, via the appropriate proforma, of contact with the student.
- **Report on each student’s progress to the Supervisory Panel** indicating what has been achieved, advising the Panel where they believe that the student is unlikely to reach the standard for the degree for which they are registered or where progress is slow, and ensure that the chair of the Panel forwards a report on the Panel to the Director of Graduate Studies in time for the next Research Students’ Progress Board meeting.
- Warn and advise students in writing, with a copy to the Director of Graduate Studies, where work is **not of the appropriate standard** or is being produced too slowly, and of steps that might be taken to remedy the situation.
- **Liaising with the Director of Graduate Studies**, and reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards.
- Ensure that students understand the requirements of the degree, provide **guidance on the examination process**, help students to prepare for the viva voce examination, and direct the student to appropriate training.
- The supervisor and Head of Department (or Director of Graduate Studies in their absence) are responsible for approving the proposed title for the thesis, which indicates that the thesis close to submission. The **Approval of Title Form** should be submitted to the Postgraduate Research Education Team at least **three months** prior to submission in order for the appointment of the
examiners process to start.

- Nominate examiners for a candidate's thesis in **appropriate time and by the time the student submits their thesis**.
- The supervisor should not normally be present during the viva but is **encouraged to be in the Department on the day or accessible to the student online** to support the candidate at the conclusion of the viva. With the permission of the candidate and the examiners, the supervisor is permitted to be present when the examiners inform the candidate of the result of the viva.
- **Writing references**. Where appropriate, encourage students to think about their subsequent employment, and possible future career trajectories, and direct the student to suitable sources of training, advice and support.

A supervisor may recommend that their postgraduate researcher attend a particular taught course in the Department (or in another department). If a student wishes to attend such a course you must obtain the consent of your supervisor beforehand. You must also obtain the permission of the course tutor before the course begins and make yourself fully aware of the tutor's conditions of permission, especially of the level of participation the tutor requires. Any student may attend any lecture given in the University.

The supervisor and the postgraduate researcher will arrange a working timetable at the start of their relationship. The **norm is one meeting a month**, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion.

**Postgraduate Researcher Responsibilities**

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the regulations for your degree, the Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face, remotely or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students.
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for
your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at the supervisory panel which takes place twice a year (or equivalent for part-time students). It’s important that you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.

- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people’s work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to research supervisors, Supervisory Panels, and the departmental Research Students’ Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a logbook or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor, Director of Graduate Studies or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
  - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.
  - If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
  - Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process and ensure that you are prepared for your viva.
The academic year

The academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week.

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
<tr>
<td>Summer</td>
<td>30-39</td>
</tr>
</tbody>
</table>

You can view the University’s week numbers with the equivalent dates in the week by week calendar.

The University's key dates include an overview of the start and end of each term and exam periods.

My programme of study

Each programme of study at the University has its own syllabus, full details of which, including the aims and learning outcomes, can be found in the University's Programme Specifications Catalogue.

Your own programme structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage.

Periods of study

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Standard</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td>FT</td>
<td>One year</td>
<td>Two years</td>
<td>One year</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
<td>Four years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td>PT only</td>
<td>Two years</td>
<td>Three years</td>
<td>Two years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
<td>Three years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
<td>Six years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Doctor of Philosophy Integrated (PhD)</td>
<td>FT</td>
<td>Four years</td>
<td>Five years</td>
<td>Four years</td>
<td>Up to one year</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Eight years</td>
<td>Nine years</td>
<td>Eight years</td>
<td>Up to one year</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>FT/PT</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
<td>See individual programmes</td>
</tr>
</tbody>
</table>
PhD, MPhil and MA by Dissertation submission requirements

Each copy of the thesis/dissertation should contain a summary or abstract not exceeding 300 words.

Word limits include quotations but exclude appendices, references and footnotes (as long as the latter does not contain substantive argument).

Criteria for Award of PhD (Doctor of Philosophy) (subject to passing viva voce examination)

Critical projects in Literature, Film, Journalism or Theatre Studies:

- A thesis of 80,000 words.

Specification of submission materials for PhD projects involving original creative output

PhD in Creative Writing (word lengths may vary depending on genre or the kind of writing project envisaged, the following examples are indicative):

- A novel or collection of short stories (30,000-100,000 words) plus critical commentary (35-40,000 words).
- A collection of poems (50-150 pages, the length of a standard collection of poetry, roughly 10,000-30,000 words) plus critical commentary (35-40,000 words).
- A long poem (30,000-100,000 words) plus critical commentary (35-40,000 words).
- A radio ballad (50-150 pages, the length of a standard collection of poetry, roughly 10,000-30,000 words) plus critical commentary (35-40,000 words).
- An experimental translation or version (indicative word count as for a collection of poems, above).
- A collection of visual poetry (50-100 pages of visual text, plus critical commentary 35-40,000 words).

PhD in Film Studies (Creative Practice):

- An original screenplay or equivalent short screenplays (80-120 pages, equivalent to 80-100+ minutes of screen time, roughly 30,000 words) plus critical commentary (40,000 words).
- A full-length film or equivalent short films (80-120 minutes screen time), sample screenplay excerpt (10,000+ words), critical commentary (30-40,000 words).

PhD in Theatre Studies (Playwriting):

- An original full-length play or equivalent short plays (70-100 pages or 70–150 minutes playing time, 20-30,000 words) plus critical commentary (40,000 words).

PhD in Theatre Studies:

- Desk-based/critical PhD projects in Theatre Studies require a submission that is up to 80,000 words in length.
- Practice-as-Research (PaR) projects in Theatre Studies require a critical commentary (40,000 words) and equivalent submission in practice. Depending on the specific demands of the research project (to be
negotiated with the PhD candidate’s supervisor), the practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.

If you are planning on submitting a creative thesis significantly above the 80,000-word limit, you must seek permission from the Dean for your total word count before submitting your thesis. Your thesis may not be accepted by the Postgraduate Research Education Team if you have not sought Dean permission.

Criteria for Award of Master of Philosophy (subject to passing viva voce examination)

Specification of submission materials for the MPhil (critical projects in Literature, Film, Journalism or Theatre Studies):

- A thesis of 50,000 words.

Practice-as-Research (PaR) projects require:

- a critical commentary (25,000 words) and equivalent submission in practice. Depending on the specific demands of the research project (to be negotiated with the PhD candidate’s supervisor), the practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.

Criteria for Award of Masters by Dissertation (subject to passing viva voce examination)

Specification of submission materials for the MA by Dissertation (critical projects in Literature, Film or Theatre Studies):

- A dissertation of 30,000 words.

Practice-as-Research (PaR) projects require:

- A documentation of creative practice together with a 10,000-20,000-word critical commentary. The practical submission can take the form of a range of outputs; e.g. performances, recorded workshops, scripts etc.
Supervisory Panels

The Supervisory Panel and responsibilities

The Supervisory Panel is responsible for formally monitoring students’ progress and reports to the Department’s Research Students’ Progress Board.

Departments set up a Supervisory Panel for every student being examined by thesis or dissertation only whether registered for a PhD, MPhil, or MA by Dissertation.

The system of Supervisory Panels is designed to give you fresh perspectives on your work, and the benefit of the research experience of qualified staff other than your supervisor. It is also designed to guide you in keeping to the timetable of work agreed as well as to provide you with experience of defending your work.

At the meeting, which will last for around one hour, the panel will critically (but constructively) discuss your submission and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision.

At each meeting in the year, the Panel will make a recommendation to the Research Students’ Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status.

Supervisory Panel members

The Panel is composed of the supervisor(s) and one or two other members of academic staff. The latter are chosen on the basis of their competence to comment on the empirical or thematic substance of a student’s work, or to comment on structural or procedural issues.

The Supervisory Panel should be chaired by a Panel member who is not supervising the student who will write up the Supervisory Panel report and circulate to all members to sign and verify. It is the responsibility of the supervisor to nominate the members of the Supervisory Panel, and for the Director of Graduate Studies to ratify the composition of the Panel.

During the final six months before submission of your thesis, no member of staff who is nominated as your internal examiner may sit on the Supervisory Panel, comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.

Supervisory panel reports: progression and criteria

After each Panel meeting, the chair of the Supervisory Panel will be required to complete a short report which is considered by the Department’s Research Students’ Progress Board (RSPB). The report may make suggestions for improvement. The Panel will rate your progress on a scale from 1 (Excellent) to 5 (Unsatisfactory).
You must sign the Supervisory Panel report to show that you have read it and send it back to the Senior Student Administrator by the date given in the email sent to you. You have the opportunity to comment on the Panel report for the Research Students’ Progress Board to consider.

Panel reports will be uploaded to students’ Electronic Student File once their progress has been confirmed.

All Supervisory Panel report forms up require comments to be entered under the following set of criteria:

- Record of supervisory contact and meetings since the last Panel and supervisor’s comments on current progress
- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student’s achievements and skills enhanced to date
- Outline of Milestones met for current year of study
- Recommendations for work and any training before the next Panel
- A discussion of the extenuating circumstances presented to the Panel (if applicable)
- Confirmation and discussion of ethical approval (if applicable)

Additional criteria are, however, required at two stages of the candidate’s progression:

(1) Confirmation of PhD Status (at the end of the first year of study)

Doctoral researchers will be registered for a Standard period (three years for full-time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students are supervised as PhD students but PhD status will need to be confirmed at the end of their first year of study.

In the first year, towards the end of the third term of study (end of the second year for part-timers), the second Supervisory Panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

For critical / theoretical PhDs

- The student has completed a review of the secondary literature in the field, established a critical position in relation to it and identified the major primary and secondary sources to be used.
- The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun
to examine primary sources.

- The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
- The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced **15,000** words of quality research writing in total (material that has been submitted to the first Supervisory Panel can count as part of this total, as does other quality writing such as an annotated bibliography or literature review, transcribed interview or rewritten project proposal).

**For PhDs with Creative Practice (Creative Writing; Film with Creative Practice; Theatre Studies and Playwriting)**

- The student is advanced in examining and processing primary and secondary sources.
- The student demonstrates progress by providing a sample of the creative work (to be agreed with the supervisor). Consistent with the demands of critical or desk-based PhDs, creative practice submitted should be the equivalent of **15,000** words of material, or the equivalent combination of critical/creative work.
- The student further provides a draft chapter of the critical/analytical commentary.
- The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced up to one third of their overall thesis.

If a student does not meet the confirmation criteria at their summer term Panel, they will have to present their work at a further Panel to be held in August/September. If they are still unable to meet the criteria, they will be downgraded to MPhil status. The Confirmation Panel can make the following recommendations to the Research Students’ Progress Board (RSPB):

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel (this deferral can only happen **once**). Another Supervisory Panel will be held before the start of the next academic year for the Research Students’ Progress Board to make a final decision on a student’s progress.
- Change status to MPhil
- Discontinuation
(2) At the end of the Standard Period (3 years full-time, 6 years part-time)

In order for a student to progress beyond the Standard Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:

- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality? Has all research been completed?
- Confirmation of the anticipated submission date
- Confirmation that the student has a clear plan of work for the completion period in order to submit their thesis at the end of this period

Please note, the Deputy Dean will only permit students to enter a completion period if they have completed all their milestones for their third year of study. This includes completing all research. Completion period will only be granted to students as a writing up period.

If students have not completed all their research, the Supervisory Panel and the Research Students’ Progress Board will look to recommend to the Deputy Dean to extend the students’ Standard period instead (this would require students to pay a higher fee than completion period fees).

Confirmation of PhD status

When PhD status has been confirmed by the Research Students’ Progress Board the student will be sent a letter from the Department signed by either the Head of Department or the Director of Graduate Studies indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The Standard Period will be unchanged. Students will continue to have two Supervisory Panels each year (and at least one for part-timers) and the full range of decisions regarding progress will remain open to the Panel.

This means that confirmation is not a guarantee that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student’s PhD status should be confirmed the student will continue as an MPhil/PhD student until a second Confirmation Panel is held before the start of the next academic year. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised Standard and Maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation,
then a second Confirmation Panel will be held just before the start of the second year (beginning of the third year for part-timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel will recommend to the Research Students’ Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The Research Students’ Progress Board’s recommendation is made to the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities).

**Supervisory panel arrangements**

Supervisory Panel meetings will be arranged directly by the Senior Student Administrator. A calendar invite will be sent to your Essex email address and the Panel members with a suggested date/time within the below specified weeks. Please respond to the calendar invite as promptly as possible so meetings can be arranged quickly and efficiently.

**Timeline of the Supervisory Panels**

A Supervisory Panel must formally meet with a full-time student twice every year including in the completion and referral period (in January and May/June in the first year, and thereafter normally in November/December and May/June), and with a part-time student at least once a year (normally in May/June) including in the completion and referral period.

For the 2021/22 academic year, supervisory panels will be held in the following weeks:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Dates of Panels</th>
<th>Who attends?</th>
</tr>
</thead>
</table>
| 8 and 9 | 22nd November to 3rd December 2021 | - All full-time students (except students starting in October 2021).  
- Students who are due to submit OR resubmit by January 2022  
- Students whose completion period OR extension to maximum period ends in January 2022  
- Students who are in their first term of completion period from October 2021 AND/OR are planning to submit their thesis/dissertation by January 2022 |
| 20 and 21 | 14th-25th February 2022 | - All full-time students who started in October 2021.  
- Students who are due to submit OR resubmit by April 2022  
Students whose standard period, completion period OR extension to maximum period ends in April 2022  
- Students who are in their first term of completion period from January 2022 AND/OR are planning to submit their thesis/dissertation by April 2022 |
### Submission of work to the Supervisory Panels

For each Supervisory Panel, the postgraduate researcher is required to produce the following materials:

- A Research Progress report detailing progress made, training completed and any issues that have arisen with the student’s research (one page) and an outline of thesis structure including estimated word counts (one page) (templates will be sent in advance by email)
- A piece of written work or creative practice including bibliography and references (approximately 25 pages), the nature of which is decided upon by the supervisor in consultation with the researcher
- An updated CV (required for the first Supervisory Panel in the third year of your studies only) (where appropriate, or other appropriate evidence of career development)

For PhD supervisory panels in the first year, the papers submitted for either panel should consist of an updated Research Proposal and a Critical Literature Review in the form of annotated bibliography; and/or equivalent piece of initial creative/critical work scoping out the field accompanied by an initial outline of thesis which makes clear the postgraduate researcher’s own position regarding the existing literature, and the approach you intend to use. Please see the relevant milestones for more information.

For the second panel in the first year and panels in the second and third years, a draft (or polished) chapter is an appropriate paper.
**Deadlines to submit work to the Supervisory Panels**

Please send your panel submission electronically to the [Senior Student Administrator](mailto:) by email 
**attachment only** by the following deadlines:

<table>
<thead>
<tr>
<th>Week</th>
<th>Deadline date</th>
<th>Students due to submit work</th>
</tr>
</thead>
</table>
| 6    | Monday 8<sup>th</sup> November 2021 by 12 noon | ▪ All full-time students (except students starting in October 2021).  
▪ Students who are due to submit OR resubmit by January 2022  
▪ Students whose completion period OR extension to maximum period ends in January 2022  
▪ Students who are in their first term of completion period from October 2021 AND/OR are planning to submit their thesis/dissertation by January 2022 |
| 18   | Monday 31<sup>st</sup> January 2022 by 12 noon | ▪ All full-time students who started in October 2021.  
▪ Students who are due to submit OR resubmit by April 2022  
Students whose standard period, completion period OR extension to maximum period ends in April 2022  
▪ Students who are in their first term of completion period from January 2022 AND/OR are planning to submit their thesis/dissertation by April 2022 |
| 34   | Monday 23<sup>rd</sup> May 2022 by 12 noon | ▪ All full and part-time students including students who started in January 2022.  
▪ Students who are due to submit OR resubmit by October 2022  
▪ Students whose standard period, completion period OR extension to maximum period ends in October 2022  
Students who are in their first term of completion period from April 2022 AND/OR are planning to submit their thesis/dissertation by October 2022 |
| 45   | Monday 8<sup>th</sup> August 2022 by 12 noon | ▪ Students who started in April 2022  
▪ Students whose progress decision was deferred at the Summer Research Students’ Progress Board in July 2022. |

The Senior Student Administrator will circulate your submission to the Panel members ahead of the Supervisory Panel meeting.
**Extenuating Circumstances**

*Extenuating circumstances* are circumstances beyond your control which cause you to perform less well during your studies than you might have expected or to miss a milestone. In general, valid extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time.

Your department will review your claim at your Supervisory Panel and RSPB and determine an appropriate course of action to take into account your extenuating circumstances, if appropriate.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from [SU Advice](#) or the [Student Services Hub](#). Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims must be submitted to the Senior Student Administrator at the same time as your supervisory panel submission. It cannot be guaranteed that forms submitted after this date will be referred to the Panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel progress report form.

You will need to indicate on the form whether you give permission for all decision-making staff (i.e. your Supervisory Panel, the Research Students’ Progress Board, the PGRE Team and the Deputy Dean) to have access to the form and evidence.
Research Students’ Progress Boards (RSPB)

The Research Students’ Progress Board formally monitors the progress of all research students three/four times a year, on the basis of the first and second (and third if applicable) annual reports of the Supervisory Panel.

It “reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the Supervisory Panel, including the written report from the student. Where no Supervisory Panel has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the standard or maximum period can only be made by the RSPB.”

The Research Students’ Progress Board is therefore equivalent to an exam board as held for undergraduate or postgraduate taught (MA) students.

More information can be found in the Principal Regulations for Research Degrees.

The Research Students’ Progress Board will provisionally meet in the 2020/21 academic year on the following dates:

- 15th December 2021
- 9th March 2022
- 6th July 2022
- 31st August 2022

You will have the opportunity to comment on the reports of the Panel in writing for the Research Students’ Progress Board to consider.

The Research Students’ Progress Board is chaired by the Director of Graduate Studies and normally includes the Head of Department, the Director of Research and other senior academic members of staff. Each students’ Panel report and the recommendation from the Supervisory Panel will be considered at each meeting.

It is important to note that the Research Students’ Progress Board can overturn the recommendation from the Supervisory Panel if they feel that they disagree with the outcome that the Panel has recommended.

The final recommendation regarding your progress lies with the Research Students’ Progress Board.

You will be informed of the Research Students’ Progress Board’s decision regarding your progress by the Senior Student Administrator and/or the Postgraduate Research Education Team (depending
on the decision made) in writing after each Research Students’ Progress Board meeting has been held.

If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the Research Students’ Progress Board reviewing the case. If the Research Students’ Progress Board decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University’s Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research Education (Faculty of Humanities) will set up a Review Committee.

**Assistant Lecturer opportunities**

From their second year of research, PhD students are eligible to apply to become Assistant Lecturers (ALs) in the Department, depending on available opportunities. As an Assistant Lecturer, you would be able to teach first year, or exceptionally second year, undergraduate modules and be mentored and supported in your teaching by our academic staff.

Depending on the availability of suitable opportunities, details of the application process and dates of interview for the AL role will usually be advertised in the Spring or Summer term prior to the academic year in which you will be teaching. Our Department Manager will be able to provide you with further information and will also be able to assist with any informal enquiries.

Please note that Assistant Lecturer positions, if available, are very competitive. Always consult your supervisor first about your ambition to apply for teaching as they would be able to evaluate what impact an engagement with teaching might have on your research.

If you have been offered an opportunity to teach, you are required to obtain the CADENZA certificate in your first year of teaching and attend the University’s two-day induction event for new ALs and any other courses and/or workshops as appropriate.
Submission of thesis/dissertation

Notice of Intention to Submit (Approval of Thesis Title form)

You must submit your Approval of Thesis Title form to the Postgraduate Research Education Team AT LEAST three months before you are intending to submit your thesis for examination.

Please discuss your final title with your supervisor as once the form has been submitted, it cannot be changed once approval has been given.

You can obtain the form from the Senior Student Administrator or online here. The form will need to be signed by the student and the supervisor and approved by the Head of Department or Director of Graduate Studies.

The Postgraduate Research Education (PGRE) Team will contact students directly with confirmation of the approval of the title. The PGRE Team will also send students a RD1 form which they will need to complete and submit with their thesis.

Format of the thesis/dissertation

The agreed Departmental standard order of the thesis/dissertation is as follows:

- Title / Submission page
- Abstract (up to 300 words one page in length, double spaced, no pagination)
- Table of Contents (includes all page references to sections, chapters, and appendices that follow - note that sub-headed sections within chapters do not need to be listed on the table of contents - this is optional)
- List of Figures / Illustrations (if included, can be page numbered as roman numeral i, ii, etc.)
- Acknowledgements (if included, these can be numbered in roman numerals as ii, iii, iv, etc.)
- Page number 1 starts on the first page of the Introduction.
- Bibliography
- Appendices (if applicable)

Submitting the thesis/dissertation for examination

All candidates for a Masters by Dissertation (MAD or MSD), Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) must submit an electronic copy of their thesis for examination.

The electronic copy should take the format of one PDF document containing all chapters, references and appendices.

All registration fees and debts must be paid before the thesis can be accepted for submission. You should submit the following as attachments via email to pgrsubmission@essex.ac.uk:

a) A single PDF copy of your entire thesis; and

b) A submission form (RD1) completed and signed by yourself.
**Submitting the thesis/dissertation to the Repository**

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online Research Repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

**Thesis/dissertation embargos**

Your thesis will be made open access when deposited in the online Research Repository. Students wishing to place a restriction or embargo on their thesis must do so via the Approval of Title (intention to submit) form prior to the submission of their thesis for examination.

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.
The Viva Voce Examination

The standard period between submitting your thesis/dissertation and your viva voce examination is normally around three/four months. The timeline may vary if examiners have not been appointed in the appropriate time by your supervisor and approved by the Deputy Dean.

Requirements for the Award

A thesis/dissertation submitted for the degree of Doctor/Master of Philosophy or Masters by Dissertation must embody the results of research carried out during the approved period of study. In the thesis/dissertation and the viva the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

In the case of a thesis/dissertation involving original creative output, the thesis/dissertation must embody the results of research carried out and/or output created during the approved period of study. The thesis/dissertation must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis/dissertation and viva the candidate must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis/dissertation to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express themselves clearly and concisely.

Viva voce examination membership and arrangements

The viva examination will be arranged directly between the internal and external examiner (and the Independent Chair if applicable). The Senior Student Administrator will inform you of the date/time of the viva examination as well in advance as possible.

Present at the viva examination will be the internal examiner (a member of staff at the University) and the external examiner. In some cases, an Independent Chair will also be present to oversee the running of the examination and make sure it adheres to University policy. The Independent Chair will not be involved in the decision of your viva outcome. You will be informed in advance whether an Independent Chair has been appointed for the examination.

Your supervisor will not normally be present during your viva examination and will not normally have any contact with your examiners other than to arrange their appointment.

The examination will normally take place in the internal examiner’s office, a suitable room within the University or via Zoom depending on current guidelines in relation to COVID-19. The length of a viva will vary but is usually two to four hours long.
You are advised to re-read your thesis/dissertation and anticipate possible areas of questioning. You should have a copy of your thesis/dissertation to hand during the viva. You are advised to consult your supervisor on how best to prepare for the viva, who may arrange a mock examination.

More information on the examination process and viva can be found on the Student Directory.

**Publication of viva result**

Students will be officially notified of the result of the viva by the Postgraduate Research Education Team normally within one month.

Students are permitted to request copies of the examiners’ pre-viva reports when examining has been completed.

**Appeals**

PGR students wishing to appeal against either a progress decision (a recommendation made by the Research Students’ Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce) should follow the Appeals Procedure.

Students thinking about making an appeal are strongly advised to contact the SU Advice Centre.
**Making changes to your study**

If you feel as though your research has changed direction and that it would be appropriate to change your degree title, please discuss this with your supervisor, as they’ll be best placed to advise on the most suitable option. You may also feel it appropriate to change to a differing degree type (from PhD to MSD for example), again please discuss this with your supervisor in the first instance.

Once you have decided that you want to change your degree title, you will need to make a formal request using the online *Change of Course/Degree title form*.

Until the final term of your standard period, you may request a **transfer from one mode of study** to another, for example from full-time to part-time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a **sponsored student**, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a UK Research and Innovation funded student, you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online *Change of Mode of Study form*, which will need to be approved by your department and the Dean.

If your request is approved your period of study will be adjusted pro-rata.

**Thinking of leaving or taking a break (intermitting)?**

You may experience doubts at some point during your studies. If you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice. You can contact your department, supervisor or Student Services Hub to speak in confidence about your concerns, and also the *different options available to you* and the impact they may have.

**Library Services**

The library provides access to an extensive digital library of books and journals to support your research. As well as a team of specialist Academic Liaison Librarians who can advise on appropriate resources for your area, there is also a Scholarly Communications and Research Support team, who can advise on a variety of topics including open access and how/where to publish your work. Online support in these areas can be found in the *Library’s Research Support guide*. A range of workshops and training sessions are also held throughout the year through *Newcomers*, a collaborative network run by Library Services, the Research Enterprise Office, and the UK Data Archive that aims to support researchers and offer training across the research lifecycle.
At our Colchester Campus, the **Albert Sloman Library** on Square 5 is open for long hours and has a variety of study spaces, including a dedicated Postgraduate Study Room. The Library offers a dedicated Helpdesk, live chat and the opportunity to book appointments with specialist staff to help you through your studies and beyond.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

**Study Abroad**

[Essex Abroad](#) have a wide range of [summer programmes](#) suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. [Find out more](#) about Essex Abroad opportunities.

**Research Skills Development**

**Proficio**

[Proficio](#) is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses and for conference attendance.

As a postgraduate research student you are automatically registered on the Proficio system and, once you have completed the **Training Needs Analysis** on Moodle, can use your University of Essex password and username to [book courses](#) and to check your funding.

You can contact the Proficio team at: proficio@essex.ac.uk

**Essex Student Journal**

[The Essex Student Journal](#) offers all PhD students a chance to volunteer as a peer reviewer. The Essex Student Journal is a multi-disciplinary diamond open access journal that publishes essays, case studies, and research papers written by University of Essex Undergraduate and Masters students. You can [sign up to be a peer reviewer on our website](#)
Assessment and Academic Integrity

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you’re on.

Ethics in research

All research involving human participants, whether undertaken by the University’s staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here. The online Ethical Approval application form can be found here.

You must obtain ethical approval before conducting any research with human participants (such as interviews, filming, workshops, questionnaires etc.). Research conducted without ethical approval will not be able to be used in your thesis/dissertation.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and / or NHS Research Ethics Committee approval.

Please contact the Department’s Ethics Officer for any queries regarding ethics and ethical approval.

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the university (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You can book onto Research Risk Assessment training online, where there is also further information about risk assessment and managing health and safety risks.

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of security, safety or culture issues that may affect you or your research. The University has comprehensive travel insurance, which you will be able to arrange by completing the online Travel Insurance Application Form.
Academic Integrity and Academic Offences

The University expects students to complete all assessment with honesty and integrity and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If you don’t meet these expectations, then you may be charged with having committed an academic offence, a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your thesis/dissertation. An academic offence can take place even if you didn’t mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

Referencing

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

Referencing allows you to give credit to other’s ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to plagiarism, which is an academic offence.

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is Chicago. You must use this referencing style. Guidance on your referencing style is available online, including an interactive referencing tutorial. You can also take the Academic Integrity course on Moodle.

Information on the Department Style Guide is added as an appendix to this Handbook and can also be found on Moodle via the Information for Postgraduate Research Students page as well as the Library website.

Academic Skills and Support

Every student arrives at Essex with the same spirit of determination but different experiences of education and levels of academic readiness. Skills for Success can help you identify your talents and strengthen those areas you need to develop.

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, which is why the Skills for Success team is available to help by providing support, resources and workshops on:

- Academic writing
- Maths and stats
- Digital Skills
- Research and referencing
Royal Literary Fund Fellow

The Royal Literary Fund exists to help writers, and champion good writing. It provides a resident fellow, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications.

This year’s fellow is Ruth Dugdall, a published novelist working in the genre of crime writing. If you would like to take up Ruth’s advice, please book your slot by emailing ruth.dugdall@rlfeduction.org.uk for available appointments. The RLF office is room 5NW.4.15. The service is entirely free, confidential and independent of the University.

Proofreading services

Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). Many students seek ‘proofreading’ services at some point during their studies, but different types of editing can occur under this name which may not be appropriate in an academic context where work is assessed and could potentially qualify as an academic offence. The University is keen to ensure as far as possible that students understand what proofreading work should entail and the acceptable boundaries to which any proofreading or editing must adhere to.

All students should ensure that any agreement entered into with a proofreader conforms to the University's policy and guidance on proofreading.

Language classes

English classes for dependants

The Department of Language and Linguistics offers dependants of international students and staff at the chance to improve their English language, through our ECDIS programme, at no extra cost. Classes are taught at the Colchester Campus at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.

Learning a Language

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
Computers, Learning Technologies and your Information

Computers

Using a campus computer

If you need to use a computer on campus our computer labs are the perfect place to study or work. We also have group study pods which are ideal for group projects. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

IT Help and Guidance

You can search the Student Directory for more IT information, including software available to students, how-to guides, answers to frequently asked questions, and links to video screencasts.

If you can't find what you're looking for, or if you need to talk to someone, then the IT Helpdesk team are here to assist you further.

Your information

Changes to your information

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, which you can manage and update online.

Your personal information

We collect and hold lots of information about you, your course, and your progress so that we know who you are, what you’re doing, and how you are getting on. This means we can support you and also improve our services to reflect the need of our students.

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. Where possible, we will ask you for your permission to share.

You have a right to ask for copies of information we hold about you. To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our Privacy Notice for students.
**Student Voice**

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated and this feedback, both positive and developmental, is used to help make short and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways at Essex through your Student Voice.

**Student Representatives**

You can contact or volunteer to be a student representative who represent the voice of fellow students in departmental Student Voice Groups (SVG) and other University level committees.

**PGR Course Representatives** are a vital point of contact for a diverse and discerning postgraduate population. As a PGR Course representative, you will be expected to use a range of communication techniques to solicit feedback and queries from your fellow students, actively locating the voices that are under-represented, and to have the judgement to discriminate which issues need to be escalated to the Student Voice Groups, and which can be solved by more light-touch methods. You must excel in diplomacy, and know the importance of discretion, but still be prepared to take a stand on issues that matter to the student body – sometimes representing opinions counter to your own. You need to make sure that you have the time and inclination for a public-facing role whilst undertaking a demanding programme of studies.

For more information in becoming a PGR Course Representative, please contact the Director of Graduate Studies.

**Student Voice Groups**

Student Voice Groups (SVGs) are made up of student representatives and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals.

**Student Surveys**

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex.

The University runs a PGR Student Voice Survey. If eligible, you will be invited to participate via email.

If you have some feedback but don’t know who to tell, email: studentvoice@essex.ac.uk

Your Department will also welcome your feedback. They will have a range of quick feedback mechanism for you to use. Contact your departmental office if you are not sure what these are.
You Matter

We know university life can throw up all kinds of concerns and questions. Everyone has mental health – sometimes your mental health may be good, other times it may be not so good. It could be stress related to deadlines, general worries or concerns about friends and family members. Whatever is worrying you, if you need some information, advice or support, the University offer a wide range of services and support to help you.

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. You can find out about health and wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you’ll get answers from our team of experts.

To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: Ask the Hub

Support for disabilities and conditions

We encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the Student Services Hub so that we can plan how best to support you in your studies.

Funding opportunities

UK students may be eligible for a Disabled Students’ Allowance grant. If you are not a UK student, you may be eligible for other grants and funding. We would recommend you contacting the Student Services Hub to discuss all the options that may be available to you, as well as for general advice, support and information on health and wellbeing issues.

Personal Emergency Evacuation Plans (PEEP)

If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

Essex Accessibility Forum

The Essex Access Forum is a university-wide discussion and advocacy forum and consultation body working to support excellence in all aspects of physical and intellectual access at Essex (student education, staff employment and visitor experience). Membership is open to both staff and students, with and without disabilities.
**Seeing a Doctor**

If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor. If you require emergency medical or mental health services, there are a number of options available both through the NHS and also the University, regardless which campus you are studying at.

**Counselling services**

Our University offers a wide range of services and resources to support all of our students with a variety of counselling opportunities.

If you feel you would benefit from support, including counselling, please contact your Student Services Hub. You can find more information, including the full range of counselling services available to you.

**Drop In/Wellbeing Appointments**

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability through pre-booked appointments (whilst remote working) or face to face appointments within the Silberrad Centre. To book an appointment please find further information on this webpage and scroll down to ‘enquiry form’

**UK Immigration Advice and Guidance**

Immigration advice and guidance is regulated in the UK by the Office of the Immigration Services Commissioner (OISC) and can only be given by those that are authorised to do so. We publish lots of information and guidance on our website for students and you can contact one of our authorised advice services via the ‘ask us a question section’ for further advice about the UK’s student immigration rules.

**Money management**

If you get into financial difficulty you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. You may be eligible to apply for financial support to assist you with short-term unexpected and unforeseen costs. Advisers in our Student Services Hub and our independent Students’ Union Advice can listen and talk you through the issues you are experiencing.

**Students’ Union Advice**

Our SU Advice service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

Colchester students – suadvice@essex.ac.uk; 01206 874034
Residence Life

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. During term-time, our friendly RAs are available for a virtual chat via Zoom every day from 7pm – 8pm use Zoom Meeting ID: 920 1237 9049, all Essex students are welcome to drop in. You can find out about all our exciting events by following us on Facebook or by checking out the University Events page.

Religion, faith and beliefs

We’re proud of our vibrant and diverse multicultural community and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

Harassment support

We are Essex. We pride ourselves on being a welcoming and inclusive student community. We offer a wide range of support to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential.

We encourage a culture of dignity and respect. We’re committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our Harassment Report and Support Service of trained Harassment Support Workers are on hand to help.

COVID-19 (Coronavirus)

The health and wellbeing of our students is our priority. This means we are constantly monitoring advice from the UK Government, Public Health England, the Foreign and Commonwealth Office, and the World Health Organisation, and updating our guidance for students in line with their advice.

Our guidance to students on protecting yourself and others from COVID-19 is updated regularly. It is advisable to check the page frequently to be sure you are up to date with the latest guidance and information from the University.

The University offers lateral flow testing on all its campuses at our Asymptomatic Testing Clinic and require students to test twice weekly when studying on campus.

Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for general information and advice.

Please familiarise yourself with fire safety and emergency evacuation procedures for your
accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

Please take note of our advice on the safe use of electrical items and prohibited electrical items in residential and non-residential areas.

All students residing on campus must complete the Moodle Fire Safety Course for Residents training.

If you have any health and safety concerns or need to report an incident, please use the University’s reporting service to notify us.

Making a Complaint

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

The University aims to resolve complaints quickly and informally in accordance with the Student concerns and complaints procedure which can be found on our website.
**Student Development**

**Careers Services**

The [Career Services](#) team offer a programme of information, advice, guidance and support through various events, workshops and one-to-one sessions. We also have teams dedicated to Work Based Learning, Placements and Internships that can provide information and support as needed.

**CareerHub**

Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on [CareerHub](#), the online Essex careers and jobs portal. Login with your Essex username and password.

**Your personal development at Essex**

Activate your [Gradintelligence account](#) to discover the broad range of extra-curricular and voluntary opportunities available to you at Essex using Chart My Path, your personal development navigation tool. Find activities to inspire and develop you in your life, your studies and for your future. You can achieve Big Essex Awards through the activities that you complete during your time at Essex and gain University recognition on your Further Achievement Report (FAR).

Join the Career Mentoring Programme and get matched with a mentor who can share their industry expertise, empower you, listen, talk through your plans, fears, and aspirations, and give you the time and space you need to make decisions that are right for you.

**Volunteering**

Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The [vTeam](#), run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

**Essex Interns**

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. Sign up for [Essex Interns](#) to kick-start your career.
You Are Essex

Your Award Certificate

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment will be available to collect at graduation. If you are unable to attend graduation, the Graduation and Awards team will post this to your home address. If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

Graduation ceremonies

The culmination of all your hard work! Graduation ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend their course's ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are published online. Students with their awards conferred in Autumn term will be invited to attend our Winter Graduation ceremony where these are held; students with awards conferred in Spring or Summer term will be invited to attend our Summer Graduation ceremony in July.

GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your Higher Education Achievement Report (HEAR) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate and postgraduate taught awards; postgraduate research students can instead use GradIntel to record any extra-curricular activities or achievements during your studies.

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.


References

Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.
Alumni

Essex is forever and although your time here will fly by, you’ll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 100,000 fellow graduates around the world. We’d love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit our website. What comes next?

The world is your oyster. The options and opportunities open to you as a graduate can sometimes be overwhelming. You might know the path that you wish to take, but if you need help to reach your graduate goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. We offer careers support for life, so we'll always be here for you.

We know you’ll go on to do great things but remember you can always come back! As an Essex graduate, you can take advantage of generous discounts on further postgraduate study and postgraduate research degrees.

We are proud of our world-class research at Essex and your invitation to contribute is lifelong. If you do decide to stay on for further study with us, you’ll develop extensive knowledge in your chosen area and learn from some of the top academics in the field. You can explore our incredible range of courses online.

Whatever you choose to do, please stay in touch. We’d love to hear about your achievements and discover where your Essex degree has taken you.
Appendix

Departmental Style Guide

The Departmental Style Guide should be used as the stylistic basis for all theses and dissertations submitted to the Department. It describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style guide.

Please see the relevant Library page for information on Chicago, samples of footnotes and bibliography entries and a range of support resources for referencing:

https://library.essex.ac.uk/referencing

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills.

Basics

- Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).
- Number all pages (using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. DO NOT rely on your computer’s automatic spelling and grammar checking functions, and NEVER use these without reading through the essay again afterwards.

Quotations

- Always make sure that your quotations are clearly identified as another’s words.
- Short quotations (fewer than 50 words) do not need to be indented from your main text.
- Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks, and separated by a comma e.g. As Bryony Trezise expands in Performing Feelings in Cultures of Memory, ‘we feel through, and as, we touch. We feel about how we touch at the same time as we touch. In this way, we might develop feelings about feeling’.
- Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the main text, single spaced, and introduced by a colon with no quotation marks e.g.
As Adams, Bochner and Ellis state:

Autoethnographers recognize the innumerable ways personal experience influences the research process. For instance, a researcher decides who, what, where, when and how to research […] consequently, autoethnography is one of the approaches that acknowledges and accommodates subjectivity, emotionality, and the researcher’s influence on the research.

- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis (…) or four dots (full stop plus ellipsis . . . .) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
- If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “punctuation is as vital to strong writing as the words used.”
- If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “as John Smith suggests”.
- Do not italicise quotations, unless the original text is italicised. If you use italics to emphasise a particular word or phrase in a quotation, make this clear in square brackets [my italics].

**Footnotes and references**

You must **ALWAYS** acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.

Please refer to the University webpages for information on [plagiarism](#) if you are at all unclear about the definition.

**Footnotes and parenthetical citations: the basics**

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.¹

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will you allow to enter footnotes automatically (usually ‘Insert Footnote’) but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.
Citing dramatic works
The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

Citing poetry
The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. No further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by ‘ll.’ (for example, p. 12, ll. 12-15). Long poems, such as The Aeneid or The Faerie Queene are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

Citing films
The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, “In Alfred Hitchcock’s The Birds (1963), Tippi Hedren plays Melanie Daniels ...” Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay.

Citing images
Basic requirements:
1 Creators first and last name, Title of Work, date, medium, dimensions, location, or collection (publication details in brackets for footnotes), date accessed and URL.

- Images do not usually appear in the bibliography, only the notes.
- If there is no creator or organization information then begin the citation with the title. If there is no title provided then create a descriptive title and place it within square brackets. If there is no date available use the acronym "n.d."
- If you are citing a work in its original context you should include the medium (e.g. oil on canvas).

Bibliography
Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged in alphabetical order by author with the author’s surname given first.

Filmography
Model one: After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director’s name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example: Grease, dir. Randal

OR

**Model two:** Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:


**Referencing in Creative Writing commentaries**

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.

**Cite them right**

[Cite Them Right Online](#) is a comprehensive referencing resource. It will help you to cite and reference just about any source and to avoid plagiarism. The site also allows you to create your own references by copying the layout of a record; you can then email the example to yourself or cut and paste it into a document.